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EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF LAND COMMISSIONERS

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October 19, 2009

Dear Prospective Respondent for IDL LIMS Project:

The following provides the answers to the questions submitted to IDL by the October 16 deadline in conjunction with the RFP for Contract 10-180:

Question: In addition to meeting the mandatory requirements of the proposal and addressing all items in the Scope of Services section, would it be acceptable for us to include narrative, screenshots, links, and examples of projects and solutions that have met many of IDL's needs outlined in the Needs Assessment and Scoping Document?

Answer: This type of information would be very useful to include in your proposal.

Question: How much on-site requirements gathering is expected for this project?

Answer: We anticipate at least two on-site visits, one to the Director's office in Boise and one to the Coeur D'Alene staff office. Each visit could easily consume a week at a minimum.

Question: Would remote collaboration meetings via a tool like GoToMeeting be acceptable for use in design discussions and preliminary / draft feedback with IDL staff?

Answer: We encourage this and in fact IDL utilizes the ePop web conferencing solution for internal and external communication among our field and staff offices and other organizations. This would be available for remote collaboration with the selected vendor.

Question: Is there a budget or budget range for this project?

Answer: No budget limits have been established for this project.

Question: Is there an inventory available that shows what data/hardware/software/applications/staffing are currently available with IDL that would support this project?

Answer: That information is presented in the LIMS High Level Project Overview and the LIMS Needs Assessment and Scoping document. One item which has changed since those documents were prepared is that our field offices are being transitioned to the ESRI ArcGIS desktop suite and we are phasing out ArcView 3.x for routine desktop GIS tasks.

Question: Will IDL be conducting interviews to review the proposals and allow the submitters to answer questions IDL may have?

Answer: No, IDL will review and evaluate the proposals as delivered and select the winning bidder based upon the scoring criteria specified in the RFP.

Question: Overhead and indirect costs: Is the contractor expected to perform all the services at hand onsite? If yes, in what fashion (few hours each week or few days - weeks each month)? (Page 8)

Answer: It is expected that information gathering will take place at IDL office(s) however the remainder of the services may be conducted at the contractor's office.

Question: Does IDL have a preferred methodology for required system design and business analysis? (Page 2)

Answer: IDL does not have a preferred methodology for this.

Question: The spatial data layers in the table are the "minimum requirements". Is there an estimate for the maximum? (Page 21)

Answer: This list is our best estimate at this point in time and we do not know of other layers which may be added in the future.

Question: Between the Internal scoping document (ver. 07/07/09) and the Final LIMS Needs Assessment and Scoping document (ver. 03/28/08), which document takes precedence in case of a conflict? (Page 3)

Answer: The Internal Scoping Document should take precedence.

Question: Would IDL consider a single unified geodatabase model, or does IDL prefer separate geodatabase models for land records and timber sales modules?

Answer: IDL has no preference but would consider either approach.

Question: How many hard copies of the proposal do you wish to receive?

Answer: Please provide 3 hard copies and 1 electronic copy in WORD.

Question: When will responses to questions be posted?

Answer: Responses will be posted by 3PM Monday, October 19th on the IDL public website.

Question: Schedule A asks for a single price but the Proposal Response Format instructions on page 8 also request hourly rates and estimated hours. Are we correct in understanding contract pricing is to be a *time and materials not to exceed*?

Answer: Correct. The Pricing is to be time and materials not to exceed.

Question: The Proposal Response Format instructions on page 8 ask for personnel hourly rates and itemized overhead costs. If all overhead costs are included in our hourly rates, may we skip the itemization of overhead costs? If not, what level of itemization is required and are we to list raw salary rates?

Answer: If all overhead costs are included in your hourly rates, then you may skip the itemization of overhead costs.

Question: Is the project a lump sum bid with the bid amount paid in full or is the bid amount a maximum that will be paid and the actual payments will be based on worked hours and expenses?

Answer: This will be a "Not to Exceed" contract with provisions for interim payments based on meeting project milestones/deliverables

Question: How is the IDL going to assign points for cost?

Answer: The maximum points for cost will be 200 points. The lowest cost will receive 200 points. That cost will then be divided by the other cost to give a percentage. That percentage will then be multiplied by 200 to receive a score which will then be less than 200 points.

Question: Can IDL outline what format each layer in Table 1 currently is in (Shapefile, Tabular, SDE, etc)?

Answer:

TABLE 1: LAND RECORDS DATA LAYER FORMATS

Layer	Current Spatial Data Format
Endowment ownership	SDE geodatabase feature class
Surface/Subsurface ownership	SDE geodatabase feature classes
Forest Inventory – CFI	Tabular (Excel/Access)
Forest Inventory - Stands	Shapefiles
Timber Types	Shapefile and personal geodatabase feature classes
Activities (Timber Sales, FM Projects, FPA Compliances)	Shapefiles
Streams	Shapefiles and personal geodatabase feature classes
Stream Crossings (Culvert/Bridge/Other)	Shapefiles
Roads	Shapefiles and SDE geodatabase feature classes
CWE Layers (Hydrologic Risk Rating, Mass Failure Rating, Road Surveys, Mass Failures, etc.)	Personal geodatabase feature classes
Hot spots	Personal geodatabase feature classes
Imagery (current and historical)	File based rasters and map services
Elevation Models	File based rasters
Slope Classes	File based rasters and shapefiles
T & E Species Presence	Shapefiles
RMZ Boundaries	Shapefiles
Parent Materials	Shapefiles

Question: Can IDL briefly outline the format and estimated quantity of historic data needing to be converted for this project?

Answer: There is some historical FM project data in tabular format, but this primarily covers projects completed in the past 1-2 years. One or two of the areas has a limited amount of historical data in spatial format (shapefiles). A subset of historical FPA data is available in tabular format, but there is little to no useful spatial data available. The remaining data is available via hard copy files only. SRBA compliance information is generally available in hard copy only.

Question: We will conduct interviews with key staff involved with the data for Land Records as well as Forest Activities. Approximately how many IDL key staff members are involved with each one that should be interviewed and where are they located?

Answer: In Boise approximately 4-6 people might be interviewed regarding the Land Records and Activity data. In Coeur D'Alene there will be approximately 10 to 12. We do not anticipate that interviews will be needed in other locations.

Thank you for your interest in doing business with IDL.

Anthony L. Pirc
Purchasing Agent
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